



Chicago Metropolitan Agency for Planning

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MEMORANDUM

To: Planning Liaisons

Date: 1/21/11 – *Updated 2/10/2014* – *Updated 7/2/14*

From: CMAP

Re: Planning Liaison Programming Responsibilities

The Planning Liaisons (PLs) are responsible for programming of projects in the TIP that use the following fund sources: STP-L, STP-C, STP-E, TAP-S (aka ITEP aka Enhancements), TAP-S (Safe Routes to School), CMAQ, Surface Transportation Program - Bridge (BRR in the TIP), TAP-L and what are generally referred to as Earmarks (HPP, Section 115, 117, etc.). It is the responsibility of the PLs to ensure that projects using these funds are entered (except CMAQ and TAP-L) into the TIP, updated and monitored on a regular basis, including conversions to/from Advance Construction (-AC) status, and authorized in the TIP after a project has received federal authorization.

Here are the current resources/references available.

CMAQ:

CMAQ is programmed by CMAP. Initial project entry into the TIP is by CMAP staff. PLs will enter all program changes into the TIP. CMAQ TIP changes must be authorized by CMAP. Such authorization occurs by the PL receiving an e-mail approving a project change, an update from the May or October status updates, or a response confirming a request by the PL. The contact for this program at CMAP is Kama Dobbs. In the event that an authorized TIP change is required to make a letting and the PL is unavailable to make the TIP change, CMAP staff may make such a change.

TAP-L:

TAP-L is programmed by CMAP. Initial project entry into the TIP is by CMAP Staff. PLs will enter all program changes into the TIP. TAP-L changes must be authorized by CMAP. Such authorization occurs by the PL receiving an e-mail approving a project change or in response confirming a request by the PL. The contact for this program at CMAP is Holly Ostidick. In the event that an authorized TIP change is required to make a letting and the PL is unavailable to make the TIP change, CMAP staff may make such a change.

STP-L:

STP-L is programmed by the subregional councils. Initial entry into the TIP is by the PL. All TIP changes to STP-L projects are done by the PL. STP-L TIP changes must be authorized by the subregional council. The authorization process varies by council. The PLs act as the contact for the STP-L program in each

council and its program; Russell Pietrowiak at CMAP is the contact for STP-L regional coordination. In the event that an authorized TIP change is required for a federal authorization and the PL is unavailable to make the TIP change, Chad Riddle or Deb Baxter at the appropriate IDOT District Bureau of Local Roads may make such a change.

STP-E & TAP-S (Illinois Transportation Enhancement Program):

STP-E and TAP-S are programmed by the IDOT Office of Planning and Programming - Bureau of Statewide Programming. Initial project entry into the TIP is by the PL. All TIP changes are by the PL. STP-E and TAP-S TIP changes (such as changes in amount of funds, fund types, or project scope changes) by sponsors, consultants, etc. must be coordinated through the PL. The PL will assist the municipality in completing the ITEP Change Request form (OPP 2255) and the PL will send it to the IDOT District.. Authorization for TIP changes are made by IDOT. Such authorization occurs with the PL receiving an e-mail approving a project change, or a response confirming a request made by the PL. The IDOT contact for this program is Christy Davis. In the event that an authorized TIP change is required for a federal authorization and the PL is unavailable to make the TIP change, Chad Riddle or Deb Baxter at the appropriate IDOT District Bureau of Local Roads may make such a change.

SRTS & TAP-S (Safe Routes to School):

SRTS and TAP-S is programmed by the IDOT Division of Highways - Bureau of Design and Environment. Initial entry into the TIP is by the PL. SRTS and TAP-S project sponsors are strongly encouraged to notify/coordinate with their local Council of Mayors while developing the application, this should be reinforced from the Council of Mayors during the call for projects period. All TIP changes to SRTS and TAP-S projects are done by the PL. SRTS and TAP-S TIP changes must be authorized by IDOT. Such authorization occurs by the PL receiving an e-mail approving a project change, or a response confirming a request by the PL. The IDOT contact for this program is Priscilla Tobias. In the event that an authorized TIP change is required for a federal authorization and the PL is unavailable to make the TIP change, Chad Riddle or Deb Baxter at the IDOT District Bureau of Local Roads may make such a change for infrastructure projects; CMAP may make such a change for non-infrastructure projects.

BRR IDOT District 1 & IDOT District 3:

The IDOT Division of Highways – Bureau of Bridges and Structures programs BRR in IDOT Districts 1 and 3. Initial project entry into the TIP is by the PL. All TIP changes are by the PL. BRR TIP changes (such as changes in amount of funds, fund types or project scope changes) must be coordinated and authorized thru the IDOT District Bureau of Local Roads. Such authorization occurs by the PL receiving an e-mail approving a project change, or a response confirming a request by the PL. The IDOT BLRS Dist 1 contact for this program is Chad Riddle. The IDOT BLRS Dist 3 contact for this program is Deb Baxter. In the event that an authorized TIP change is required for a federal authorization and the PL is unavailable to make the TIP change, Chad Riddle at IDOT District 1 Bureau of Local Roads or Deb Baxter at IDOT District 3 Bureau of Local Roads may make such a change.

Earmarks (HPP):

Earmarks are programmed by the US Congress. Initial entry for local agency earmarks into the TIP is by the PL. All TIP changes to local agency earmark projects are by the PL. Local agency earmark TIP changes must be authorized by IDOT. Such authorization occurs by the PL receiving an e-mail approving a project change, or a response confirming a request by the PL. The IDOT contact for this program is Chad Riddle at IDOT District 1 and Deb Baxter at IDOT District 3. In the event that an authorized TIP change is required for a federal authorization and the PL is unavailable to make the TIP change, the appropriate IDOT District Bureau of Local Roads may make such a change for infrastructure projects. Information for earmarks associated with ongoing projects can be obtained by contacting Chad Riddle or Deb Baxter at the appropriate IDOT District or CMAP staff (Leroy Kos). Information regarding rescissions effecting previously announced earmarks can be obtained by contacting CMAP staff (Leroy

Kos). When new earmark projects or rescissions are announced CMAP staff will disseminate this information to the PLs.

Advance Construction:

IDOT notifies TIP Programmers of projects that are converted to/from Advance Construction (AC) status. It is the responsibility of the TIP programmers to make those changes to the TIP. The notification is based on the geographic location of the project and therefore any conversion within a geography will send a notification to the programmers within that jurisdiction, regardless whether it is a local or state project. In these cases, the appropriate programmer should make the conversion in the TIP. For the fund sources included in this memo (and STP-C), the PL is typically the appropriate programmer. If it is unclear who should make the conversion change in the TIP, programmers should contact CMAP. Holly Ostnick is the contact at CMAP regarding Advance Construction. In the event that the appropriate programmer is not available to make the conversion change, Holly Ostnick with CMAP will. When an AC conversion occurs, that line item is federally authorized and that should be indicated in the TIP as well.

Additional Information:

For IDOT District 1 projects, any project change by the programming agency requires a revised Project Program Information Form to be sent to DOT.D1.BLRs@illinois.gov. The PLs work with Chad Riddle at IDOT District 1 to ensure that the most current authorization information is being used in advance of a project being put on an IDOT letting. Regular monitoring of letting and TIP change schedules, particularly as the end of the Federal Fiscal year approaches, is essential to ensure that the federal fiscal year associated with a project is accurate.

For IDOT District 3 projects, Deb Baxter should be included on any correspondence regarding a change to the programming, scope, or cost of a project using the fund sources included in this memo.

Program Contacts:

Name	Email	Phone	Fund
Christy Davis	christy.davis@illinois.gov	(217) 785-8492	STP-E & TAP-S (Enhancements)
Lee Ann Prather	DOT.SafeRoutes@illinois.gov	(217) 782-3568	Safe Routes to School
Chad Riddle	charles.riddle@illinois.gov	(847) 705-4406	District 1 Local Roads / BRR
Deb Baxter	Debra.L.Baxter@illinois.gov	(815) 434-8439	District 3 Local Roads
Kama Dobbs	Kdobbs@cmapp.illinois.gov	(312) 386-8710	CMAQ
Holly Ostnick	Hostnick@cmapp.illinois.gov	(312) 386-8836	TAP-L
Leroy Kos	lkos@cmapp.illinois.gov	(312) 386-8780	HPP
Russell Pietrowiak	rpietrowiak@cmapp.illinois.gov	(312) 386-8798	STP-L

Planning Liaisons:

<u>Region</u>	<u>Name</u>	<u>Email</u>	<u>Phone</u>	<u>Agency</u>
Chicago	Dave Seglin	david.seglin@cityofchicago.org	(312) 742-2762	Chicago DOT
North Shore	Brian Pigeon	bpigeon@nwmc-cog.org	(847) 296-9200	Northwest Municipal Conference
Northwest	Mike Walczak	mwalczak@nwmc-cog.org	(847) 296-9200	Northwest Municipal Conference
North Central	Leonard Cannata	lcannata@westcook.org	(708) 453-9100	West Central Municipal Conference

Central	Tammy Wierciak	twierciak@westcook.org	(708) 453-9100	West Central Municipal Conference
Southwest	Barbara Zubek	zubek@swmayors.com	(708) 403-6132	Southwest Conference of Mayors
South	Thomas Vander Woude	thomas.vanderwoude@ssmma.org	(708) 922-4677	South Suburban Mayors & Managers
DuPage	Mike Albin	malbin@dmmc-cog.org	(630) 571-0480	DuPage Mayors & Managers Conf
Kane/Kendall	Jennifer Becker Patrick Knapp	BeckerJennifer@co.kane.il.us KnappPatrick@co.kane.il.us	(630) 584-1170	Kane County DOT
Lake	Bruce Christensen	bchristensen@lakecountyil.gov	(847) 377-7445	Lake County DOT
McHenry	Janell Jensen	jljensen@co.mchenry.il.us	(815) 334-4642	McHenry County Council of Mayors
Will	Mike Klemens	mbklemens@comcast.net	(815) 729-3535	Will County Governmental League